

**Workload Policy of the First Year Engineering Faculty Unit
College of Engineering
Northeastern University**

**Approved by the First Year Engineering Unit on January 8, 2025
Approved by the Dean of the College of Engineering on May 14 2026
Received at the Provost Office on May 14, 2026
Reviewed and Approved on by the Provost on May 18, 2026**

Next Anticipated Review: January 2027

The First Year Engineering Program is transforming engineering education by striving to deliver first-year courses that inspire and equip entering students to be outstanding engineering students and ready them for future classes and the co-op program. In addition, this program supports upper-class non-engineering students through its Design and Innovation Minor as well as a variety of courses focused on design thinking, problem-solving, and making. This workload policy is designed to (1) sustain the transformation, and (2) enable every faculty member to maximize their potential.

The work of faculty in the First Year Engineering Program consists of (1) scholarship, creative activities, educational research, and professional development (hereafter referred to as scholarship); (2) teaching curriculum development and education including course improvement and development activities (hereafter referred to as teaching); and (3) service and leadership (hereafter referred to as service). Scholarship includes all forms of knowledge creation directly by the faculty and any work enabling knowledge creation. Teaching consists of all forms of teaching, learning, and student growth, in and outside the classroom, online, and on-ground. Service includes all forms of administration, management, and leadership roles within Northeastern University, and in professional societies and communities that support the university's mission in education and accomplishment, or that promote positive societal impacts of engineering work and education.

Each full-time faculty member has a total of 100% workload. For full-time nontenure track faculty, the baseline of this workload distribution is 90% for teaching (normally equivalent to six four-credit-hour courses per contract year), 5% for scholarship, and 5% for service. As scholarship or service effort changes in order to support curriculum development, the university or first-year engineering mission, the teaching load may be adjusted lower at the merit review meeting through discussions with the Director to reflect these additional service and scholarship efforts. In most cases, teaching does not go below 75%, with commensurate percentages for scholarship and service for each person. These percentages will be discussed annually with the unit head at the merit review meeting and agreed upon for each person. Assistant teaching professors will be at or close to 100% teaching in the first semester or year and then adjusted as they grow in the role. Requests for reduced teaching load for family leaves, medical leaves, and parental leaves will be accommodated according to university policy. If a faculty member holds a joint appointment, the default workload will be prorated according to the percentage of the appointment in this department and this can be modified through coordination with other units of the joint appointment. If a faculty member has concerns about their workload, the concern can be first directed to the Director. If the concern persists, it will be discussed and decided with the COE Associate Dean of Undergraduate Education. This policy document will be reviewed every two years and approved by faculty before the academic year starts and become available on the department shared drive with the teaching load distribution document.

Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

- Da* Document is consistent with published College and University policies.
- Da* Document clearly reflects the goals/aspirations of the unit as these relate to workload.
- Da* Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
- Da* Document describes the different types of full-time positions in the unit.
- Da* Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
- Da* Document describes all unit policies related to workload for full time faculty.
- Da* Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
- Da* Document states how frequently the workload policy document will be reviewed.
- Da* Document indicates where and how the unit's current workload policy document can be found.
- Da* Document indicates where and how the workload assignments for each full time faculty member can be found.
- Da* Document describes the process for faculty to address any concerns with their workload in the unit.
- Da* Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
- Da* Document indicates date of approval of the unit's dean.
- Da* Document indicates when it was sent to the Provost's Office to be included in the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

- Da* Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.
- Da* Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.